Revised 01-01-2000

SELECT ONE OF THE FOLLOWING: _

1 - PAYROLL INFORMATION (POPY)

2 - PAYROLL TIME AND LABOR (PTLE)

3 - PAYROLL/PERSONNEL SECURITY (POP2)

4 - PAYROLL TRANSACTIONS (POT)

5 - CREDIT UNION SYSTEMS

6 - P1 LISTING

7 - SUPPLEMENTAL PAYROLL NOTIFICATION

8 - TEACHERS RETIREMENT

9 - PERSONNEL MENU

A - MANUAL PAY TRANSACTIONS

B - RETRO PAYMENT / OVERTIME NOTIFICATION FORM

L - LABOR TABLE

R - 2000 MONTHLY HEALTH INSURANCE PREMIUMS

? - THE NEWS

X - EXIT THE SYSTEM

ENTER = PROCEED PF3/15 = EXIT

PE08 SECURITY CHECK 10:56:18 MPOP003 03/18/94

ACCESS: I A = ADD NEW EMPLOYEE

I = INQUIRE
U = UPDATE

COMPANY: CC DDD ORG CODES DD BB SS UU (OPTIONAL)

12 345

PF1/13=MENU PF3/15=TERMINATE ENTER=PROCEED

SCREEN=

Revised 02-01-98

01/15/98 LOUIE SKILL COPR 12345 MASTER CONTROL TP72 MPOP004 SELECT ONE OF THE FOLLOWING: X ACCESS: I STATE CODE 00 LOCAL CODE 00 EMPLOYEE NO XXXXXXXXXX A...BASIC EMPLOYEE INFORMATION N...EMPLOYEE DEDUCTION SUMMARY 1 B...SHIFT, OVERTIME AND BENEFIT O...EXPLOYEE DEDUCTION SUMMARY 2 D...EMPLOYEE FLAGS, PAY/PERS CONSTANTS
E...EMPLOYEE TAX STATIC AND ACCURATE DEDUCTION SUMMARY 2

O...EMPLOYEE TAX STATIC AND ACCURATE DEDUCTION AND ACCURATE DEDUCTION AND ACCURATE DEDUCTION SUMMARY 2

O...EXPANDED LABOR DISTRIBUTION

O...BOND DEDUCTION AND ACCURATE DEDUCTION AND ACCURATE DEDUCTION SUMMARY 2 Q...BOND DEDUCTION AND ALT. NAMES F...EMPLOYER TIPS AND EIC PAID S...BOND ALTERNATE NAMES 3 G...EMPLOYEE MASTER YTD TAX AND TAXABLE T...LAST CHECK GROSS TO NET H...PAY AND HOURS ACCUMULATIONS U...LAST CHECK - DEDUCTIONS I...EMPLOYEE SPECIAL PAY ACCUMULATORS 1 V...LAST CHECK -SPECIAL PAYS J...EMPLOYEE SPECIAL PAY ACCUMULATORS 2 W...AUTOMATIC EXPENSE PAYMENTS -SPECIAL PAYS K...EMPLOYEE DEDUCTIONS 1 - 10 L...EMPLOYEE DEDUCTIONS 11 - 20 X...PENDING FILE Y...HEALTH INSURANCE M...EMPLOYEE DEDUCTIONS 21 - 30 Z...PRENOTIFICATION FOR EFT 2...ALLIANCE INSURANCE TPA CLEAR=NEW CO ENTER=PROCEED PF1/13 MENU PF3/15=EXIT PF5/17=COHDR SCREEN= I LOUIE SKILL COPR 03/18/94 12345 PE08 COMPANY HEADER INFORMATION MPOP031 SELECT ONE OF THE FOLLOWING: A...COMPANY DEDUCTIONS 1 - 18 B...COMPANY DEDUCTIONS 19 - 36 C...COMPANY DEDUCTIONS 37 - 54 D...COMPANY DEDUCTIONS 55 - 70 E...COMPANY SPECIAL PAYS 1 - 30 F...COMPANY REPORTS 1 - 30 G...COMPANY REPORTS 31 - 60 H...COMPANY REPORTS 61 - 90 CLEAR=NEW CO PF1/13 MENU PF3/15=EXIT PF10/22=EMP ENTER=PROCEED SCREEN= I

Revised 04-11-02

SCREEN= AI

03/18/94 12345 LOUIS SKILL COPR 0222222220 KITTY J CONRADE PE08 01 01 02 00 MPOP005 BASIC EMPLOYEE INFORMATION X EMPLOYEE NAME KITTY J CONRADE X APT/STE/APT BOX # X ST/RR/PO BOX ADD X CITY DOODAA DITY X STATE KY X ZIP CODE 40601 X ZIP EXT 3238 X SOCIAL SECURITY NO 22222222 12/12/12 X BIRTH DATE X SEX MALE X EMPLOYMENT DATE 01/23/89 X EMPLOYMENT STATUS ACTIVE HOURLY X PAYTYPE X SALARY/RATE 12.123456 X STANDARD HOURS 86.67 X TIMECARD STATUS REQUIRED X PAY FREQUENCY 89 X SALARY GRADE 09 X ORGANIZATION 001 001 002 00 X JOB CLASS 7890 X JOB DESCRIPTION CANDLE MAKER SR * RES COUNTY 037 * TERMINATION CODE 00/00/00 TERMINATION DATE XX * RETURN LEAVE DATE 00/00/00 * START LEAVE DATE 00/00/00 ENTER NEXT EMPLOYEE:

Transactions associated with this screen: 200, 201, 205, 210, 230, 235, 240.

- 200 1. Enter the employee's FIRST NAME (12 characters maximum). Hit tab. Enter employee's MIDDLE INITIAL, (if none, leave the space blank). Enter employee's LAST NAME (17 characters maximum).
- 201 2. Use this line for apartment, suite or apartment box number if there is not enough space on the address line.
- 205 3. Enter the employee's STREET, RURAL ROUTE OR PO BOX ADDRESS. Do not use punctuation.
- 205 4. Enter the name of the CITY, the standard two-letter abbreviation of the STATE, the ZIP CODE and ZIP CODE EXTENSION in which the employee lives.
- 200 5. Enter the employee's SOCIAL SECURITY NUMBER (9-digits, without hyphens).

CLEAR=NEW CO ENTER=NEXT PF1=MENU PF2=NEW EMP PF3=EXIT PF6=P1

- 230 6. Enter the employee's DATE OF BIRTH.
- 230 7. Enter the SEX of the employee: M=Male, F=Female.
- 230 8. Enter the DATE the employee was HIRED.
- 230 9. Enter the EMPLOYMENT STATUS: 1=Active Paid, 2=On-Leave Not Paid, 3=Terminated Not Paid.
- 200 10. Enter the employee's PAY TYPE: 1=Hourly, 2=Salaried.
- 210 11. If HOURLY, enter 6 decimal rate. IF SALARIED, enter 2 decimal salary.

Revised 11-01-95

- 210 12. Enter STANDARD HOURS as 86.67 for new employee.
- 210 13. Enter TIMECARD STATUS: 0=TC Required, 1=No TC Required
- 210 14. Enter PAY FREQUENCY: 89=P-1, 70=Non P-1
- 235 15. Enter the employee's two character SALARY GRADE.
- 201 16. Enter the employee's DIVISION, BRANCH, SECTION, UNIT numbers.
- 235 17. Enter the four character JOB CLASS CODE.
- 235 18. Enter the JOB DESCRIPTION.
 - 19. Enter the three character RESIDENT COUNTY code.
- 230 20. Enter the TERMINATION DATE.
- 230 21. Enter the appropriate TERMINATION CODE: 01=Death, 02=Dismissal, 03=Layoff, 04=Resignation, 05=Retirement, 06=Transfer Out.
- 240 22. Enter the date employee will START extended leave without pay.
- 240 23. Enter the date employee will RETURN from extended leave without pay.

Revised 11-01-95

12345 LOUIE 0222222220 01 01 02 00	E SKILL COPR KITTY SHIFT		NRADE BENEFIT INFORMATION	03/18/94 PE08 MPOP006
X OVERTIME ST X OT1 RATE/FA X SHIFT X SHIFT CONTE X SHIFT 3 RAT	ACTOR T ROL 2	RS REPORTED 8.888 THIRD 4 9.34	X OVERTIME TYPE X OT2 RATE/FACTOR X SHIFT CONTROL 1 X SHIFT 2 RATE/FACTOR	RATE 2.543 0 9.87
	/E BALANCE	141.23 34.67	X ANNUAL ACCRUED YTD	23.94
X SICK LEAVE X SICK USED Y	_	65.45 76.86	X SICK ACCRUED YTD	98.56
X COMP LEAVE	BALANCE	10.00	X COMP USED YTD	34.54
DATE LAST S LAST CHECK		00/00/00 00/00/00		00/00/00 00/00/00
	ENTER NE	EXT EMPLOYEE:		
CLEAR=NEW CO	ENTER=PROCEE	D PF1/13=MENU	PF2/14=NEW EMP PF3/15=EXIT	SCREEN= BI

Transactions associated with this screen: 220, 235, 240, 315, 350

- 220 1. Enter OVERTIME STATUS: 1=No 1.5 OT, 2=Elected 1.5 C-Time, 3=Elected 1.5 OT Pay.
- 220 2. Enter OVERTIME TYPE: 1=Rate Shown, 3=Factor Shown.
- 220 3. Enter OT 1 RATE/FACTOR for regular time. For SALARIED employee, enter 3 decimal place hourly rate, right justified. For HOURLY employee, enter 3 decimal place factor of 1 (entered as 1000).
- 4. Enter OT 2 RATE/FACTOR for time and a half. For SALARIED employee, enter 3 decimal place hourly rate. For HOURLY employee, enter 3 decimal place factor of 1½ (entered as 1500).
- 5. Enter SHIFT: 1=First, 2=Second, 3=Third, 4=No Permanent.
- 220 6. Enter SHIFT CONTROL 1: 9=Emp Master Rate
- 220 7. Enter SHIFT CONTROL 2: 1=Rate Regular Pay Only, 4=Rate Regular and Overtime Pay.
- 220 8. Enter SHIFT 2 RATE/FACTOR, 2 decimal place, right justified.
- 220 9. Enter SHIFT 3 RATE/FACTOR, 2 decimal place, right justified.
- 350 10. Enter the current ANNUAL LEAVE BALANCE.
- 350 11. Enter the hours of ANNUAL ACCRUED YTD.

Revised 08-01-94

- 350 12. Enter the hours of ANNUAL USED YTD.
- 350 13. Enter the current SICK LEAVE BALANCE.
- 350 14. Enter the hours of SICK ACCRUED YTD.
- 350 15. Enter the hours of SICK USED YTD.
- 315 16. Enter the COMP LEAVE BALANCE.
- 315 17. Enter the hours of COMP USED YTD.
 - 18. DATE LAST STATUS CH is system generated.
 - 19. LAST SALARY CH DATE is system generated.
 - 20. LAST CHECK DATE is system generated.
 - 21. DATE OF LAST CHANGE is system generated.

Revised 12-01-03

	2345 LC 02222222 1 01 02 0	20	LL COPR KITT			JС	ONR	ADE					03/18/94 PE08 MPOP007
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Х	FIT STAT			•	+ EIC2					AL ST			HEAD HH
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WORKSTATU							'ATUS	3		ST	ΓATE-		
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Х	SECOND	05	23	Х	96.0	Х	4	. Σ	ζ 4	X	00000	Х	0
*	THIRD	00	0.0	Х	0.0	Х	1	. 4	ŧ	*	00000	*	0
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*	FIFTH	00	00	*	0.0	*		4	ł .	*	00000	*	0
Х	PRIMARY	LOCAL N	AME	LE	XINGTO		ВА	NK (ONE				00000000
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*	FIFTH LC	CAL NAM	Ε										
				יחעיתו	EMDI OME	. T.							

ENTER NEXT EMPLOYEE:

CLEAR=NEW CO ENTER=PROCEED PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= CI

Transactions associated with this screen: 200, 210, 215, 221, 222, 255

210 1. Enter employee's FEDERAL INCOME STATUS:

1=Exempt WARNING: Using exempt will not report wages on W-2. Exempt should only be used for aliens.

NOTE: When an employee fills out a W-4, claiming to be exempt from withholding, then set the employee up to withhold a percent or an amount and make the percent or amount zero.

- 2=Withhold Percent Indicated (Goes in Exemption Field),
- 3=Withhold Amount Indicated (Goes in Exemption Field),
- 4=Calculate Based on Number of Exemptions,
- 5=Calculate Based on Number of Exemptions Plus Additional Percent,
- 6=Calculate Based on Number of Exemptions Plus Additional Amount
- 7=Calculate Based on Single or Head of Household Plus EIC (W-5)
- 8=Calculate Based on Number of Exemptions Plus Employee & Spouse EIC (W-5)
- 9=Calculated Based on Married without Spouse Filing EIC (W-5)
- 210 2. Enter employee's FIT MARITAL STATUS: 1=Single, 2=Married, 3=Head of Household.
- 210 3. Enter number of FIT EXEMPTIONS. If FIT Status Field contains a "2" (withhold percent indicated), enter PERCENTAGE to be withheld. Enter as a three-decimal place number, right justified.

If FIT Status Field contains a "3" (withhold amount indicated), enter WHOLE DOLLAR AMOUNT. This amount should be entered with no decimal places, right justified.

- 210 4. Enter the FIT EXTRA AMOUNT/PERCENT.
- 5. Enter the FICA STATUS: 1=Exempt, 2=Medicare only, 4=Calculate.

Revised 12-01-03

- 215 6. Enter the SUI STATE CODE.
- 200 7. Enter the PRIMARY STATE and LOCAL codes in which the employee works.
- 215 8. Enter the STATE and LOCAL STATUS CODE:
 - 1 = Exempt,
 - 2=Withhold Percent Indicated (Goes in Exemption Field),
 - 3=Withhold Amount Indicated (Goes in Exemption Field),
 - 4=Calculate Based on Number of Exemptions,
 - 5=Calculate Based on Number of Exemptions Plus Additional Percent,
 - 6=Calculate Based on Number of Exemptions Plus Additional Amount.
- 215 9. Enter the STATE ADDITIONAL AMOUNT/PERCENT and Number of EXEMPTIONS.
- 255 10. If applicable, enter information for code and percentage of time worked for other localities.
 - 11. Enter LOCAL NAME.
 - 12. BANKING information can be viewed on this screen from data entered via 221 Transaction.

12345 LOUIE SKILL COPR 02222222220 KITTY 01 01 02 00	J CONRADE	03/18/94 PE08 MPOP008
X FLAG A PT LESS 100	X FLAG E P X FLAG F X FLAG I AMERICAN INDIAN * FLAG L	NOT COVERED NOT ELIGIBLE
X POS SERIAL # X WORK COUNTY X PREMIUM PAY RATE X ANNL ACCR IN MO X SICK MO SERVICE	1.00 X ACCRUAL SWITCH 37.00 X LEAVE ACCR CODE 0.00 X PAY CONSTANT 6 0.00 X SICK ACCR IN MO 56.00 X ANNL MO SERVICE	0.00 0.00 0.00 0.00 45.00
X CHECK DIST NUMBER X PERSONNEL CONSTANT 3 X UI INDUSTRY CODE	12345 X FOR AGENCY USE LDLDLDLD X UI ACCOUNT NUMBER SXSL * FSA ELIGIBILITY	23456677 00345678
ELIGIBILITY DATE 1	00/00/00 X INSURANCE ELIGIBILITY	10/17/86
CLEAR=NEW CO ENTER=NEXT F	PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT	SCREEN= DI

Transactions associated with this screen: 265, 270, 275, 285

BOX #

ON P-1 FLAG

- 265 29 A 1. Enter EMPLOYMENT TYPE: F=Full-time, L=Part-time (Less than 100 Hours), I=Interim.
- 265 28 B 2. Enter EMPLOYEE STATUS: A=Initial Probation, B=Status, J=Probation Due to Promotion, K=Detail to Special Duty, L=Non-Merit Serving 6 month period, M=Non-Merit Permanent, Q=Interim.
- 265 31 C 3. Enter POSITION MERIT STATUS: 1=Covered, 2=Not Covered.
- 265 42 D 4. Enter HOURS PER WORK-WEEK: 1=37.5 Hours, 2=40 Hours.
- 265 E 5. Enter SPECIAL PAY (to identify pay rates other than hourly or salaried): P=Per Diem.
- F 6. Enter whether or not an employee is eligible for UNEMPLOYMENT INSURANCE: 1=Eligible, 2=Not Eligible. Not eligible: Constitutional Officers, Secretaries of Cabinets, Commissioners, Board Members, and Co-ops.
- 265 22.A H 7. Enter whether or not the employee is considered EXEMPT under the Fair Labor Standards Act, on this basis:—0=Non-Exempt (Time-and-a-half=Covered), 1=Exempt.
- 265 5 I 8. Enter the ETHNIC information on the employee according to the following EEOC classification: θ=White, 1=Black, 2=Hispanic, 3=Asian American, 4=American Indian, 5=Other.
- 265 L 9. Enter the 24 Check Indicator (For Workforce Development Cabinet use only): θ =All Others, 1=24 pay/10.5 month, 2=21 pay/10.5 month.
- 265
 10. Enter one of the following to indicate the REASON for an employee's SALARY CHANGE:
 1=Promotion Increase, 2=Merit Increase, 3=Termination, 4=New Hire, 5=Transferred
 Within the Agency, 6=Retirement, 7=Leave of Absence, 8=Deceased, 9=Demotion.

1	Revised 08-01-2000
BOX #	
ON P-1 FLA 265 S	
270	12. Enter the POSITION SERIAL NUMBER.
270	13. Enter the ACCRUAL SWITCH.
270 44	14. Enter the WORK COUNTY as a two-decimal place number.
270	15. Enter the LEAVE ACCRUAL CODE which indicates the employee's eligibility for accruing
leave	VACATION X X X X SICK X X X X X COMPENSATORY X - X - X - X - CODE 1 2 3 4 5 6 7 8 NOTE: 'X' indicates eligible for benefit, '-' indicates not eligible for benefit.
270	16. Enter WEEKEND PREMIUM RATE (up to two decimal places) to be used in calculation of weekend premium.
	17. Enter PAY CONSTANT 6.
	18. Enter ANNUAL ACCRUAL IN MONTH.
275	19. Enter SICK ACCRUAL IN MONTH.
275	20. Enter SICK MONTHS OF SERVICE.
	21. Enter ANNUAL MONTHS OF SERVICE.
285	22. Enter the CHECK DISTRIBUTION NUMBER.
	23. Enter FOR AGENCY USE.
	24. Enter PERSONNEL CONSTANT 3.
285	25. Enter the UNEMPLOYMENT INSURANCE ACCOUNT NUMBER.
285	26. Enter the UNEMPLOYMENT INSURANCE INDUSTRY CODE.

27. FSA ELIGIBILITY is system generated.

28. ELIGIBILITY DATE 1 is system generated.

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY) Revised 08-01-2000

275

29. Enter the INSURANCE ELIGIBILITY DATE.

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY) Revised 08-09-95

12345 LOUIE SKILL COPR 02222222220 KITTY 01 01 02 00 EMPLOYEE	J CONRADE	03/18/94 PE08 MPOP009 JMULATIONS
STATE	05 LOCAL	00
STATE STATUS STATE ADD AMT/% STATE EXEMPTIONS	4 LOCAL NAME 0 LOCAL STAT 2	
GROSS FIT NONT Y 0.00 0.00 Q 0.00 0.00 M 0.00 0.00 P 0.00 0.00	FIT TXBL FIT TAX 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00))
SIT TXBL SIT TAX Y 0.00 0.00 Q 0.00 0.00 M 0.00 0.00 P 0.00 0.00	LOCAL TXBL LOCAL TAX 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	TOT TOT FICA TXBL FICA TAX 0.00 0.00 0.00 0.00 0.00 0.00
CLEAR=NEWCO ENTER=NEXT I	PF1/13=MENU PF2/14=NEWEM	P PF3/15=EXIT SCREEN= EI

Transactions associated with this screen: 215, 355, 356, 357, 360, 365, 370

Revised 08-09-96

	45 LOUIE SE 22222220 01 02 00	KILL COPR KITTY	J CC	DNRADE		03/18/94 PE08 MPOP010		
EMPLOYER TAX FILE ACCUMULATIONS								
	STATE/LOCAL	05 00		LOCAL NAME				
Y Q M P	TIPS COL 0.00 0.00	EIC PAID 0.00 0.00 0.00 0.00	MEDICARE TAX 0.00 0.00 0.00 0.00	MEDICARE TAXABLE 0.00 0.00 0.00	SOC SEC TAX 0.00 0.00 0.00 0.00	SOC SEC TAXABLE 0.00 0.00 0.00		

CLEAR=NEWCO ENTER=NEXT PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT SCREEN= FI

Transactions associated with this screen: 360, 370, 375

Revised 08-01-94

12345 LOUIS 02222222220 01 01 02 00	SKILL COPR KITTY	JС	03/18/94 PE08 MPOP011	
	EMPLOYEE	MASTER YTD	TAX AND TAXABLE AMOUNTS	5
FIT TAX SOC SEC TAX MEDICARE TAX TOTAL FICA SIT TAX LOCAL TAX EIC PAYMENT		893.58 824.12 0.00 824.12 328.00 66.27 0.00	FIT TAXABLE SOC SEC TAXABLE MEDICARE TAXABLE TOTAL FICA TAXABLE SIT TAXABLE LOCAL TAXABLE TIPS	11526.11 11526.11 0.00 11526.11 11526.11 13251.00 75.00

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= GI

Transactions associated with this screen: 320, 325, 330

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY) Revised 08-01-94

12345 LOUIE SKILL COPR 03/18/94 0222222220 KITTY J CONRADE PE08 01 01 02 00 MPOP012									
PAY AND HOUR ACCUMULATIONS									
Y Q M	GROSS 13251.00 13251.00 13251.00 NET PAY 7499.05	REGULAR 13176.00 13176.00 13176.00	OVERTIME1 0.00 0.00 0.00	OVERTIME2 0.00 0.00 0.00	SHIFT-2 0.00 0.00 0.00	SHIFT-3 0.00 0.00 0.00			
Q M	7499.05 7499.05								
Y	REGULAR HOURS 2216.00	OVERTIME1 HOURS 0.00	OVERTIME2 HOURS 0.00	SHIFT-2 HOURS 0.00	SHIFT-3 HOURS 0.00				
M	2216.00	0.00	0.00	0.00	0.00				
CLEAR=NEWCO ENTER=NEXT PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT SCREEN= HI									

Transactions associated with this screen: 300, 320, 340, 700